




**TO:** State Workforce Innovation Council Chairperson  
Marion County Workforce Investment Board Chairperson & Director  
Regional Workforce Board Chairpersons  
Regional Operators  
Regional Coordinators

**FROM:** Andrew J. Penca   
Commissioner, Indiana Department of Workforce Development

**DATE:** July 31, 2007

**SUBJECT:** DWD Policy 2007-05  
Annual Poverty Guidelines Development and Distribution

#### **Purpose**

Requires the Indiana Department of Workforce Development (DWD) to develop, update and distribute Indiana specific Lower Living Standard Income Level Guidelines based upon the federally defined Poverty Income Guidelines and Lower Living Standard Income Level published in the Federal Register each year. Further, requires DWD to make these Indiana specific Annual Poverty Guidelines available to Indiana's workforce system by publishing them on the Indiana Department of Workforce Development's website each year at <http://www.in.gov/dwd/>

#### **Contents**

Poverty Guidelines and Thresholds are updated annually by the U.S. Census Bureau. Additionally, the federally published Lower Living Standard Income Level (LLSIL) Guidelines include income charts that are used by state and regional areas to determine eligibility for Workforce Investment Act programs in addition to the Work Opportunity Tax Credit (WOTC).

These charts are then to be adjusted to reflect state specific information, including defining metropolitan and non-metropolitan counties within each state, and the effect of each on the income guidelines.

Effective July 19, 2007, the Indiana Department of Workforce Development published Indiana specific Guidelines for the benefit of the state and regional areas, the Work Opportunity Tax Credit program and other programs that have an interest in utilizing the Guidelines.

In following years, the Indiana Department of Workforce Development shall publish Indiana specific Poverty Guidelines no later than June 30 of the calendar year. Publication shall consist of posting on the Department's public website and making an electronic announcement of the availability of the Guidelines to the workforce system.

**Contact Person**

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**Ownership**

Strategic Initiatives

**Effective Date**

August 1, 2007

**Review Date**

June 1, 2009

**Action**

Each year, the Indiana Department of Workforce Development will develop and update for publication Indiana specific Poverty Guidelines. DWD will publish these Guidelines on its public website no later than June 30 of the calendar year and send notice to Indiana's workforce system.